

RIVERVIEW SCHOOL DISTRICT Middle School Facility Use Rental Agreement

NO. _____

Due before application is processed:

- \$15.00 Processing Fee
- Required Certificate of Insurance, written with limits of \$500,000 Combined Single Limits, per occurrence, naming Riverview School District as an additional insured:

Location Requested: _____ Date of Application: _____

Organization: _____ Group Type: _____

Person in Charge: _____ Email Address: _____

Address: _____

Phone #: _____

Purpose of Request: _____

Date(s) Needed: _____

Time(s) Needed: Start: _____ End: _____

Classroom(s) # needed _____
Library _____
Commons _____
Computer Lab (Technician required) _____
Gym _____
Kitchen-Service Only _____
Kitchen/Equipment-supervision required _____
Outside Water Use _____
Audio-Visual Equipment _____
Piano (if moved-retuning) _____
Chairs _____

Music Chairs (if moved to another location) _____
Table's _____
Other Equipment (includes Band equipment) _____
Soccer Fields _____
Stadium Field _____
Baseball Field _____
Field Restrooms _____
Field Concessions _____
Ticket Booth _____
Unimproved Field _____
Custodian * _____

***If set-up is required during the regular custodian work day a minimum of 30 minutes will be charged. On non-work days there will be a 30 minute before and after event charge for custodians to open and close the facility.**

Admin. Approval _____ Date: _____

Dist. Approval _____ Date: _____

Office Use Only: Amount due: _____
